

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 July 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-081

(Also advertised under TPVA 13-075 2 announcements for "1" position.)

Management has requested to advertise the current vacancy allowing Maine Air National Guard Officer's who wish to stay militarily within the Maine Air National Guard to be eligible. The position authorization and funding still remains with the Maine Army National Guard, but a waiver will need to be obtained if a Maine Air National Guard is offered the position. ALL Applicants who wished to remain in the Maine Air National Guard MUST apply using TPVA 13-081. If you apply under TPVA 13-075 and you are in the MeANG you will be expected to transfer to the Maine Army National Guard. ALL Applicants can ONLY apply for one or the other TPVA's, not Both. If you have already applied, please submit an e-mail indicating which TPVA you would like your application to be considered under.

POSITION: Supervisory Contract Specialist (D0934000/D0978000/D1090000) (GS-1102-12/13) EXCEPTED POSITION

LOCATION: USPFO, Purchasing & Contracting Division, Camp Keyes, Augusta, Maine

SALARY RANGE TECHNICIAN:

\$68,809 to \$89,450 per annum **GS-12**

\$81,823 to \$106,369 per annum **GS-13**

CLOSING DATE: **12 August 2013**

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer Technicians in the Maine Air National Guard.

AREA II - All Officers of the Maine Air National Guard.

AREA III - Officers who are eligible for membership in the Maine Air National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-12 or 13 grade. If filled at the GS-12 grade, the individual selected may be promoted to the GS-13 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

GENERAL EXPERIENCE: None

BASIC EDUCATION REQUIREMENTS: (For all grades)

(Applicants MUST provide undergraduate transcript to meet the Basic Education Requirement)

- a. A bachelor's degree from an accredited college or university.

OR

- b. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing economics, industrial management, marketing, quantitative methods, or organization and management.

AND

c. The Defense Acquisition Workforce Improvement Act (DAWIA) dictates specific education, training requirements, knowledge and experience factors for Acquisition Corps Officers and individuals holding Contracting Officer positions above the simplified acquisition threshold must meet certain criteria. Groupings of education, training and experience standards provide the framework for progression in a career field and are used for the purpose of characterizing an acquisition officer's qualifications within a given career field. If applicants have not completed all the training required for their current position, they may not be considered as candidates to fill the vacant position on a promotion basis. If prevented from completing mandatory courses, this certification **must be met within 18 months of selection**. The three career levels are:

Level I: Basic or Entry level positions at GS-05 to GS-09.

Level II: Intermediate or "Journeyman" level positions, GS-09 to GS-12.

Level III: Advanced or Senior level positions, GS-13 and above.

NOTE:

Effective October 1, 2000 the Department of Defense implemented Title 10, United States code, sections 1723 through 1733, that put a positive educational requirement on this series, however, if an individual occupied a GS-1102 position with authority to award or administer contracts

above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from the educational requirement.

In addition to the Basic Education Requirements, the following Specialized Experience is required:

GS-12 SPECIALIZED EXPERIENCE: One (1) year of experience equivalent to at least GS-11. **GS-13 SPECIALIZED EXPERIENCE:** : One (1) year of experience equivalent to at least GS-12. Specialized experience must have required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of different types of contracting methods, contracting types, and contracting principles and procedures applicable to the full range of pre-award or post award or price/cost analysis.
2. Knowledge of contracting regulations, procedures, and policies.
3. Knowledge of price and cost analysis sufficient to evaluate cost and/or cost proposals when historical data and precedence are available and applicable for standard, commercial or specialized items.
4. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.
5. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.
6. Ability to plan, schedule, assign, and review the work of subordinates.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Three (3) full academic years of progressively higher level graduate or Ph.D. or equivalent doctoral degree meets all qualifications for this position. **To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the fields identified in the Basic Education Requirements (b.) above is required.**

COMPATIBILITY CRITERIA: OFF: 64PX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 64PX

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager to determine any possible termination and/or recoupment actions that may result from accepting this position.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

///S///
CRAIG P. BAILEY
MSG, MEARNG

Human Resources Specialist
(Recruitment & Placement/Compensation)

D0934000

DUTIES:

This position is located in the Purchasing and Contracting Division of the US Property and Fiscal Office (USPFO). Incumbent reports to the USPFO. Serves as Chief of the Purchasing & Contracting Division, which requires extensive and thorough knowledge of acquisition functions and techniques. Provides supervision and direction to all assigned personnel, and manages procurement and acquisition programs for the National Guard (NG).

This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides supervision, subordinate guidance and team leadership to NDS and DS employees. Incumbent performs long-term planning and organizational development necessary to accomplish contracting functions and provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army and Air National Guard requirements.

-- Plans, organizes, directs, controls, and reviews the full spectrum of complex purchasing and contracting operations and resources. Assures all required services and materials are acquired for the National Guard, in accordance with applicable law, regulation, and delegated authority. Provides administrative and technical supervision to all National Guard contracting offices in the state. Provides direct supervision to all USPFO acquisition personnel, up to contract specialist(s) at the GS-11 grade level. Assigns and reviews work, determines priorities, provides training, establishes performance standards, completes performance evaluations, selects employees and resolves informal grievances.

-- The nature of acquisition methods include; sealed bid, negotiation, formal source selection, best value, inter-service support agreement and cooperative funding agreement. The nature of services and products acquired include (but are not limited to); major and minor facility construction/repair/maintenance, architect engineering

design, environmental services, automatic data processing equipment, specialized/common materials, items and services.

-- Exercises the authority and responsibilities as a duly appointed warranted contracting officer without limitation. Is responsible for all procurement transactions within the state. Coordinates and interfaces between the contracting division and other agencies such as the Small Business Administration, US Department of Labor, Defense Contract Audit Agency, National Guard Bureau, General Accounting Office, Congressional Offices, State/Local Government and the general public.

-- Performs the full range of contracting officer duties for pre-award through post-award and contract close out. Personally manages or administers all of the most complex or sensitive procurement issues or problem areas that may arise in the organization.

D0934000

Provides state decision for protests originating at the General Accounting Office. Issues state position for contractual disputes that are processed through the US Claims Court or the Armed Services Board of Contract Appeals. Should a major or complex contract termination be required, oversees all aspects of the termination process. Responds to Congressional and Gubernatorial inquiries concerning procurement matters within the state. Assures timely completion of all procurement matters. Incumbent develops acquisition strategy for all procurement efforts.

-- Supervises subordinate employees by planning, scheduling, assigning and reviewing work. Work is assigned to individuals based on levels of knowledge, experience, and abilities consistent with priorities. Establishes priorities and deadlines, explains work requirements, methods, and procedures as needed, and reviews work in progress and upon completion. Advises the US Property and Fiscal Officer (USPFO) of anticipated vacancies, increased workloads, or other circumstances that will require replacements or additional staff. Interviews candidates for vacancies and recommends appointments, promotions and assignments. Counsels subordinate employees, develops performance requirements, prepares formal employee evaluations, recommends or effects disciplinary measures as necessary, and resolves employee complaints. Determines training requirements for employees.

-- Prepares for and conducts or attends numerous meetings with high level officials throughout all phases of assignments. Monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling federal/state agreement. Is responsible for the development of office operational procedures. Is also responsible for the development of USPFO procurement policy for all contract offices in the state. Furnishes information to subordinate supervisors and employees relative to changes in procurement policies and trends that may affect future procurement actions and advises on sources of supply.

-- Reviews and interprets procurement statutes, regulations, directives, decisions and procedures to improve efficiency and to insure accuracy and completeness of work.

Ensures implementation of directives from higher echelons and formulates and/or assists in the formulation of overall procurement policies and procedures for the state National Guard.

- Implements the training and development program for all state Army & Air National Guard procurement personnel. Ensures compliance with all requirements of the Defense Acquisition Workforce Improvement Act.

- Provides technical review and approval of documents such as Justification and Approvals, Pre-Negotiation Objectives, and other procurement documents developed by Air and Army NG Contracting offices. Recommends approval or disapproval to the USPFO in those cases requiring approval or endorsement. Ensures that all ratification

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actions throughout the state are processed expeditiously. Develops strategies for achieving the objectives and goals for all socioeconomic programs.

- Serves as the principal authority in all contracting matters. Advises the USPFO and other senior officials and staff on procurement matters concerning current and future plans of complex contracts and the effect on long term projects and programs.

- Manages the Purchase Card Program. Maintains coordination between the Financial Institution, NGB, Comptroller and Program Managers. Appoints the Installation Program Coordinator.

- Manages the Grants/Cooperative Agreement Program within the State.

- Performs other duties as assigned.

D0978000

DUTIES:

This position is located in the Purchasing and Contracting Division of the US Property and Fiscal Office (USPFO). Incumbent reports to the USPFO. Serves as Chief of the Purchasing & Contracting Division, which requires extensive and thorough knowledge of acquisition functions and techniques. Provides supervision and direction to all assigned personnel, and manages procurement and acquisition programs for the National Guard (NG).

This position requires military membership. It is designated for National Guard warrant officer incumbency only. The incumbent provides technical subordinate guidance and specialized team leadership to NDS and DS employees. Plans, organizes, performs technical analyses as required, and, as assigned, manages contracting functions and provides for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Utilizes particular area(s) of expertise to foster technical excellence in an environment conducive to teaming among service providers and customers to meet state Air/Army National Guard requirements.

-- Plans, organizes, directs, controls, and reviews the full spectrum of complex purchasing and contracting operations and resources. Assures all required services and materials are acquired for the National Guard, in accordance with applicable law, regulation, and delegated authority. Provides administrative and technical supervision to all National Guard contracting offices in the state. Provides direct supervision to all USPFO acquisition personnel, up to contract specialist(s) at the GS-11 grade level. Assigns and reviews work, determines priorities, provides training, establishes performance standards, completes performance evaluations, selects employees and resolves informal grievances.

-- The nature of acquisition methods include; sealed bid, negotiation, formal source selection, best value, inter-service support agreement and cooperative funding

agreement. The nature of services and products acquired include (but are not limited to); major and minor facility construction/repair/maintenance, architect engineering design, environmental services, automatic data processing equipment, specialized/common materials, items and services.

-- Exercises the authority and responsibilities as a duly appointed warranted contracting officer without limitation. Is responsible for all procurement transactions within the state. Coordinates and interfaces between the contracting division and other agencies such as the Small Business Administration, US Department of Labor, Defense Contract Audit Agency, National Guard Bureau, General Accounting Office, Congressional Offices, State/Local Government and the general public.

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-- Performs the full range of contracting officer duties for pre-award through post-award and contract close out. Personally manages or administers all of the most complex or sensitive procurement issues or problem areas that may arise in the organization. Provides state decision for protests originating at the General Accounting Office. Issues state position for contractual disputes that are processed through the US Claims Court or the Armed Services Board of Contract Appeals. Should a major or complex contract termination be required, oversees all aspects of the termination process. Responds to Congressional and Gubernatorial inquiries concerning procurement matters within the state. Assures timely completion of all procurement matters. Incumbent develops acquisition strategy for all procurement efforts.

-- Supervises subordinate employees by planning, scheduling, assigning and reviewing work. Work is assigned to individuals based on levels of knowledge, experience, and abilities consistent with priorities. Establishes priorities and deadlines, explains work requirements, methods, and procedures as needed, and reviews work in progress and upon completion. Advises the US Property and Fiscal Officer (USPFO) of anticipated vacancies, increased workloads, or other circumstances that will require replacements or additional staff. Interviews candidates for vacancies and recommends appointments, promotions and assignments. Counsels subordinate employees, develops performance requirements, prepares formal employee evaluations, recommends or effects disciplinary measures as necessary, and resolves employee complaints. Determines training requirements for employees.

-- Prepares for and conducts or attends numerous meetings with high level officials throughout all phases of assignments. Monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling federal/state agreement. Is responsible for the development of office operational procedures. Is also responsible for the development of USPFO procurement policy for all contract offices in the state. Furnishes information to subordinate supervisors and employees relative to changes in procurement policies and trends that may affect future procurement actions and advises on sources of supply.

-- Reviews and interprets procurement statutes, regulations, directives, decisions and procedures to improve efficiency and to insure accuracy and completeness of work. Ensures implementation of directives from higher echelons and formulates and/or assists in the formulation of overall procurement policies and procedures for the state National Guard.

-- Implements the training and development program for all state Army & Air National Guard procurement personnel. Ensures compliance with all requirements of the Defense Acquisition Workforce Improvement Act.

-- Provides technical review and approval of documents such as Justification and Approvals, Pre-Negotiation Objectives, and other procurement documents developed
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by Air and Army NG Contracting offices. Recommends approval or disapproval to the USPFO in those cases requiring approval or endorsement. Ensures that all ratification actions throughout the state are processed expeditiously. Develops strategies for achieving the objectives and goals for all socioeconomic programs.

-- Serves as the principal authority in all contracting matters. Advises the USPFO and other senior officials and staff on procurement matters concerning current and future plans of complex contracts and the effect on long term projects and programs.

-- Manages the Purchase Card Program. Maintains coordination between the Financial Institution, NGB, Comptroller and Program Managers. Appoints the Installation Program Coordinator.

-- Manages the Grants/Cooperative Agreement Program within the State.

-- Performs other duties as assigned.

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a. INTRODUCTION

This position serves as Chief Contracting Division for the state. Serves as a first level supervisor responsible for execution of the division's mission of contracting for architect and engineer (A & E) services, construction, maintenance, modification, repair, and demolition of real property facilities, oversight of cooperative and joint service agreements, and a myriad of other supplies and services required by various units and activities of the Army National Guard (ARNG) and the Air National Guard (ANG) for the entire state. Supervisory duties constitute at least 25% of the work of this position and the creditable base level of work supervised is GS-12. To credit this base level requires supervision of a unit in which at least 25% of the non-supervisory work directed is at the GS-12 level. The incumbent is the key state official responsible for planning, administering, developing, implementing, managing, and directing the statewide acquisition program. This program includes responsibility for legal processing and timely completion of all ARNG and ANG contracts and therefore impacts upon readiness and mission accomplishment for both as well as impacting on homeland defense.

b. DUTIES

(1) Serves as Chief Contracting Division, responsible for planning, directing, coordinating, and managing all activities of the division. The incumbent is the key state official and principal advisor to the United States Property and Fiscal Officer, the Adjutant General, and staff on all aspects of the Federal contracting process for the ARNG and ANG for the entire state. As the highest level warranted Contracting Officer in the state, exercises Level III contracting authority with an unlimited warrant. Makes recommendations to the senior state staff that significantly affects the development of long-range state plans and policies. Establishes local program policies, procedures, and controls (in accordance with Federal and agency acquisition regulations, executive orders, departmental policies, procedures, directives, security regulations, socioeconomic policies, legal precedents, and awarded contracts) and provides policy

guidance and advice to subordinate personnel in accomplishing complex short and long-term acquisitions to ensure uniform application, compliance, and interpretation with applicable regulations and policies. Publishes base-level instructions, supplements, and procedures to ensure attainment of all related objectives. Develops long range and short range acquisition plans, including ARNG and ANG design and construction programs that include multi-million dollar, multi-year military construction (MILCON) programs, considering ARNG and ANG master plans, operational trends, forecasting requirements, manpower, and other requirements. Coordinates plans to ensure resources to meet user needs. Makes decisions and commitments related to program management issues. Communicates acquisition policies and procedures through meetings, written documentation, oral presentations, and state of the art communications and media. The position involves contacts with contractor officials (almost exclusively at the level of CEO, President, Vice President, Controller, Chief

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Financial Officer) as well as with internal agency specialists such as auditors, attorneys, engineers, with internal agency senior leadership, and with external agency specialists such as attorneys, criminal investigators, Department of Labor Investigators, and Small Business Administration officials to monitor, evaluate, and resolve matters of contractor performance management and progress.

(2) Performs a variety of supervisory functions to include assigning work to subordinates (dual and non-dual status, Active Guard Reserve (AGR), and traditional drill status members) by selective criteria such as the difficulty of the assignment, capabilities of the employee, or present work load assigned to each employee. Base level of work supervised is GS-12. Sets priorities and deadlines, develops standards and evaluates performance of subordinate employees. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains performance expectations and provides regular feedback on strengths and weaknesses. Gives advice and counsel, hears and resolves complaints, interviews, and selects candidates to fill vacancies within the unit. Initiates action to correct performance or conduct problems and/or approves serious disciplinary actions involving subordinates. Ensures documentation prepared to support actions is proper and complete. Recommends awards and changes in position classification to higher-level managers. Develops methods to improve production and quality of work directed. Reviews developmental needs of employees and makes decisions as to training required. Encourages self-development. Approves leave and ensures adequate coverage through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Applies equal opportunity principles and requirements to all personnel management actions and decisions and ensures all personnel are treated in a manner free of discrimination.

(3) As a contracting officer with an unlimited contracting officer's warrant (Level III certification), contracts for supplies, services, construction, and A & E services for the state Army and Air National Guard on behalf of the United States. The incumbent is

independently responsible for actions as an agent of the Federal government. Serves as a project manager with responsibility to coordinate with engineers, auditors, cost accountants, attorneys, industrial security specialists, transportation specialists, cost analysts, and scientists in the negotiation and settlement of actions involving significant government and contractor program obligations. This includes negotiating major change proposals where contracts are unclear or involve major changes, re-negotiation, require special agreements, and pricing arrangements. Contracts are unique, complex, and frequently the scope and amount of work to be accomplished is unknown. Some contracts lack precedence and require originality in design and creativity in structure, involve large dollar amounts, and extend over several years. Determines clarity and adequacy of business strategy, adequacy of contractual pricing actions, the fairness and reasonableness of negotiation objectives and achievements, and the appropriateness of contractual terms and conditions utilized. Certifies contracts legally

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obligating the government. Conducts post-award conferences; ensures work performed by contractors meets the requirements of the contract; approves progress schedules, progress payments and other submittals. Negotiates changes in contract requirements and/or adjustments in contract price or terms and enforces administrative requirements specified in the contract, including safety, equal opportunity, and insurance. Issues orders and makes decisions and determinations necessary for contract performance, monitors contractor's financial condition, and compliance with cost accounting standards and disclosure statements, if applicable. Completes performance evaluation of A & E professional services and construction contractors, as required. Performs cost and price analyses on proposals that involve contract changes, indirect rates, and settlement. Executes settlement agreements on change orders; excuses the contractor from performing any requirements of the contract when justified; renders decisions under "dispute" or "termination" clauses of the contract; analyzes claims and negotiates final settlements; and closes out contracts. Develops and utilizes new approaches and generates special provisions to satisfy program objectives. When precedence is lacking, determines permissible exercise of authority in negotiating contracts determined to be in the best interest of the government.

(4) Performs other duties as assigned.